

Dean's Council  
January 24, 2011  
**Minutes**

Present: T. Babor, L. Bernstein, B. Gould, M. Hurley, L. Puddington, M. Sanders,  
R. Simon, L. Wolfson

Absent: D. Gillon, D. Henderson, G. Kuchel, C. Laurencin, K. Nissen,

Guest: C. Andrews, D. Mains, R. Cushman

The meeting was called to order at 3:35 PM

1. Minutes of the December 20, 2010 meeting were unanimously approved.
2. CREATE Profile - Refinement of CREATE Profile

Carolle Andrews pointed out specific criteria used to define the CREATE Profile-- specifically the T (Transition) and E (Excellence) categories with the attached presentation (page 7). Dr. Richard Mains provided definitions for the T & E categories that the attendees motioned to endorse (please see attached). They will be forwarded to Dean Laurencin.

Attendees discussed concerns with the definition and lack of metrics and guidelines for the Education "E". Faculty needs guidelines to be established to reflect all effort and how performance is measured. Per Ms. Andrews, the faculty's AA and CREATE profile should correlate closely to reflect activity and revenue stream. R. Simon is to establish a metrics to use for faculty to help calculate time and effort in areas like mentoring, preparing for lectures, lecture face time, precepting, etc. It is hopeful that with this effort, the animosity will be eliminated from the annual merit review and not trivialize outstanding efforts by faculty.

Marja Hurley presented a concern about Carolle Andrew's (Pg. 8) SOM Committee Assignments stating that it would need to be updated as the committees are continually changing. SOM Committee assignments/guidelines are not exact and should not just reflect the committee chair, but also its members as well. Carolle Andrews will update committee structure of the SOM.

3. Exit Interviews for Departing Faculty Members  
Time did not allow at this council meeting to discuss the Oversight Committee's request for the Dean's Council to create a mechanism for an additional exit interview to gain insight as to why faculty are leaving. Brainstorming on implementation will need to be an agenda item for the next meeting

There being no further business, the meeting was adjourned at 4:55 PM.

The next meeting will be held on Monday, February 21, 2011 from 3:30 – 5:00 PM in the Walker Academic Affairs Conference Room (AG-070).

Respectfully submitted,

Elizabeth Pelland